

Chapter III: Getting Started

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Log on to CRIS

The **Logon** dialog box allows you to log on to or exit from CRIS. Logging on requires that you enter two pieces of information: your username and password.



Screen 1: CRIS Log on Screen

Steps to log on to CRIS

1. In the **Name** field, enter your username in uppercase or lowercase letters. Log-on's and passwords are NOT case sensitive.
2. In the **Password** field, enter your **Password** field in uppercase or lowercase letters.
3. Click **OK**. If your username and password are correct, the system logs you on to CRIS.

Log off CRIS

When you have completed your work in CRIS, log off the system to prevent others from using your electronic signature.

Steps to log off of CRIS

1. From the **File** menu, choose **Log off**, or click the **Log off** icon on the toolbar.



Screen 2: Log off Icon

2. The **CRIS Log on** dialog box opens. You are now logged off.
3. To completely exit CRIS, click **Exit** on the **Logon** dialog box.

Automatic Logoff

CRIS automatically logs you off of the system after 5 minutes of non-use. This prevents others from using the system under your password if you are forced to leave the system running.

Change Your Password

Passwords need to be between 6 and 30 characters. You can use any characters including letters, numbers and symbols. You will be prompted to change your password the first time you log on and then every 180 days thereafter.

You use the **Change Password** dialog box to change your password. It opens automatically when you log on to CRIS for the first time or when your password expires.

To display the **Change Password** dialog box, from the **Preferences** menu, choose **Change Password**.

A screenshot of a 'Change Password' dialog box. The dialog has a blue title bar with the text 'Change Password' and a red 'X' icon. The main area is light beige and contains four text input fields. The first field is labeled 'Name:' and contains the text 'labove'. The second field is labeled 'Old Password:'. The third field is labeled 'New Password:'. The fourth field is labeled 'Confirm New Password:'. At the bottom of the dialog are three buttons: 'OK', 'Cancel', and 'Help'.

Screen 3: Change Password

Steps to change your password

1. Type in your old password
2. In the **New Password** box, type a password of your choice. Passwords must be ***at least six*** (6) and no more than thirty (30) characters in length. Any combination of numbers, letters, and symbols can be used.
3. Re-type the new password again in the **Confirm New Password** box.
4. Click on **OK** to complete.
5. If you have correctly changed your password, a confirmation message will appear. Click **OK**.



Screen 4: Change Password Confirmation Screen

6. If you have not correctly changed your password, you will get an error message. Click OK and repeat the steps above.



Screen 5: Change Password Error Message

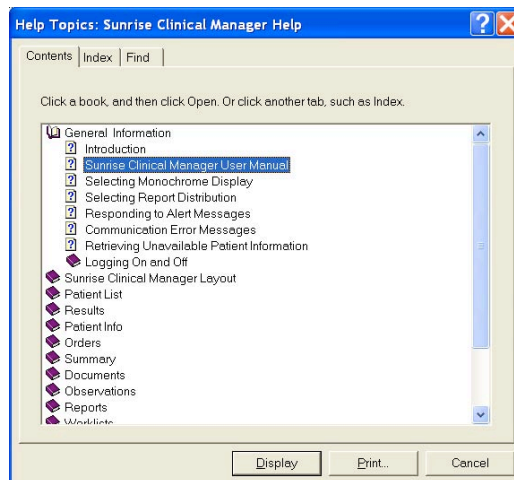
Online Access to Help and Documentation

CRIS has context-sensitive help and online documentation, which provide quick search-by-topic capabilities. You can access help in a three ways:

1. Help Menu.
2. What's This Icon
3. User Guide

Help Topics from the Help menu.

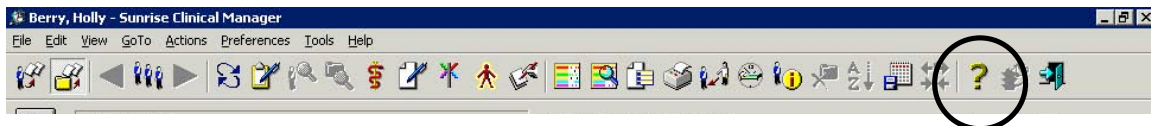
Help is available via the Help option on the Menu. You can search for help by contents, specific words in the index or by typing in a questions or phrase.



Screen 6: Help Contents

What's This Icon

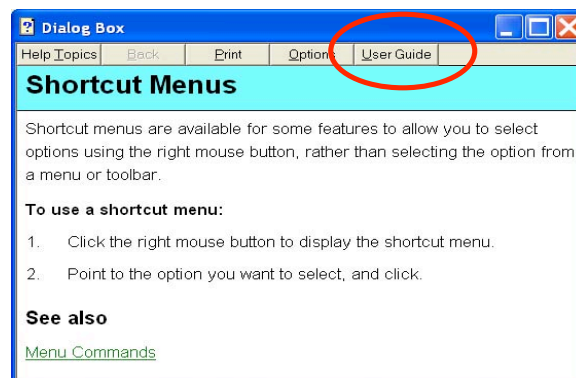
The Question mark icon on the toolbar allows you to select specific help on a screen. When you click on the icon, a question mark displays next to the cursor. When you click on a portion of a screen or on another icon, help will display specific to that portion of the screen or icon.



Screen 7: What's This Icon

Access the User Guide from the Online Help

You can access the CRIS User Guide in PDF format from the online help by clicking the **User Guide** toolbar button at the top of any help topic.



Screen 8: User Guide